Class Title: Word Processing Operator 2
Class Code: 002911

Examination Method

Minimum Qualifications Evaluation: Employment applications for Word Processing Operator 2 will be reviewed to determine whether applicants meet the specified education and/or experience requirements, as well as any other necessary qualification requirements specified in the job posting for this job. **Applicants meeting the qualification requirements will be sent a testing admission notice advising them of the date by which they must take the test if they wish to be considered for currently posted position vacancies.**

Computer-Administered Test: To be eligible for employment consideration, qualified applicants must attain a passing score on a computer-administered test for Word Processing Operator 2. The test takes approximately one (1) to two (2) hours to complete.

Test Content Summary

The computer-administered test for Word Processing Operator 2 is organized into three test components. To be eligible for Career Service employment consideration an applicant must pass all three test components. An applicant's rank or standing on an employment eligible list for the job of Word Processing Operator 2 is based on a combination of the three test component scores. The test components are:

> **Typing Performance** - This test consists of a practice passage and two timed passages which assess an applicant's typing speed and accuracy. Test accounts for 40% of an applicant's score.

> **Proofing** - This test assesses an applicant's ability to review three short passages of text and accurately correct spelling errors, typographical errors, and errors in punctuation. Test accounts for 40% of an applicant's score.

> **Word Meanings** - Questions assess an applicant's knowledge of word meanings appearing in the context of a sentence. Test accounts for 20% of an applicant's score. (35 questions)

Testing Location Information

Currently testing is conducted only at the Department of Human Resources office in Nashville.

If alternate testing locations should become available, approved applicants will be notified of the alternate location which best matches their testing location preference (as indicated in employment application submitted for this job).